



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HLTH & FAM SRVS OIG SPCL INVESTIGR I

Job Number: 20001909

Job Code: 98900V150416

Job Group: 9800 - LAW

Job Established: 04/16/2005

Job Revised: 04/16/2015

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under statutory authority of KRS 194A.030 gains skills and conducts entry level investigations to detect fraud and abuse in the Cabinet's programs by clients, vendors of services, or other individuals. Assists in conducting special investigations as required; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional investigative, social work or determining public assistance eligibility experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain a valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Gains knowledge and skills and conducts entry level investigations to detect fraud and/or abuse as related to Cabinet programs. Under direct supervision learns to conduct more complex investigations related to improper Medicaid billing or inappropriate use of Medicaid cards, and/or employee misconduct or malfeasance. Assists in special investigations into matters related to the cabinet and/or its programs and inappropriate activities by contractors and vendors of the cabinet. Work is performed under direct supervision and caseload assignment consists of investigations involving a lesser degree of complexity and sensitivity. Assists in field investigations, which may include state-wide interviews, surveillance and information- retrieval in a variety of environments such as subjects' and witnesses' homes, state facilities, housing projects, places of employment, medical offices and/or medical facilities. Using statistical analysis and knowledge of medical billing codes, becomes proficient in investigating complex Medicaid billing issues. Becomes familiar with policies, procedures, regulations and statutes relevant to investigations conducted by the Office of Inspector General for the Health and Family Services Cabinet. Becomes familiar with and uses various databases to obtain evidence. Documents investigation results in specialized narrative reports. Makes formal recommendations as to the results of the investigation. Makes referrals to law enforcement and/or other agencies as appropriate, based on investigative findings. Maintains Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance throughout investigative process. Testifies in judicial, administrative or Personnel Board hearings as required. Attends specialized training sessions and conferences as required. Interacts with cabinet personnel, law enforcement agencies and the general public.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions include both extensive field work in a variety of settings and normal office work. Travel throughout the state may be required to conduct interviews, perform surveillance activities and to obtain information and evidence. Interviews may be confrontational. Overnight travel and working irregular hours may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.